

Exhibit 10-A Pre-Award Audit Request Letter and Checklist

**EXAMPLE PRE-AWARD AUDIT REQUEST LETTER AND
CHECKLIST***Local Agency Letterhead*

Department of Transportation
Audits and Investigations, MS 2
Attention: External Audit Manager
P.O. Box 942874
Sacramento, CA 94274-0001

Date: _____
(Federal Number)
(Project Description)

Dear External Audit Manager:

Attached is a copy of the following information for proposed contract number _____ with
(Consultant's Name, Address, Contact Name, Phone Number).

____ Proposed contract between the local agency and the consultant

____ Proposed cost proposal for prime consultant and all subcontractors

____ Name of local agency contact person, phone number and fax number

The subcontractors proposed for this contract are as follows: (List all Subcontractors Name,
Address, Phone Number).

Please arrange a pre-award evaluation and forward a copy of the written report to us. Services to
be performed under this contract are (describe work to be performed).

The (Local Agency Name) understands that any work with costs incurred prior to the approval of
the "Authorization to Proceed (E-76)" is not eligible for federal fund reimbursement.

Please notify us of the estimated completion date of the audit.

If you need further information, please contact (Name) at (Phone #).

Sincerely,

Signed _____
Title _____
Agency _____

Attachments: Proposed Contract
Draft Cost Proposal(s)

cc: DLAE

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